



The City of West University Place

A Neighborhood City

Building & Standards Commission

Located in the Bill Watson Conference Room,

3800 University Blvd,
West University Place, Texas 77005
Meeting Minutes

March 1, 2018

MEMBERS PRESENT: Steve Brown, Eddie Matthews, Jim Craig, Les Albin,
David Bonner, John Combi and Kris Westbrook
MEMBERS ABSENT: Anna Monsour and Greg Kusinski
STAFF PRESENT: Chief Building Official, Clay Chew, Legal Counsel,
Zachary Petrov and Ashley Elliott, Permit Technician

[Call to Order] Steve Brown called the meeting to order at 6:01 p.m.

1. **Notices, Rules, Etc.** Steve Brown welcomed BSC members and staff to the meeting. There were introductions of BSC members, staff and guests. Steve Brown stated John Combi would be the alternate voting member. Mr. Brown requested BSC members follow the agenda and any guest who wanted to speak would be allowed three minutes time.
2. **Meeting Minutes.** Les Albin made a motion to approve the February 1, 2018 meeting minutes as amended. Eddie Matthews seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi. **NOES:** None. **ABSTAIN:** None. Motion approved.
3. **Lowest Floor Elevation.** Clay Chew gave example of a builder's pricing on raising finished floor elevation, as requested at previous meeting. Mr. Chew expressed that changing the lowest floor level to two feet above standard base flood elevation (BFE) would more than likely require a "crawl space" for new home construction. He also stated that it would be easier to achieve the elevation with a crawl space instead of dirt fill. Steve Brown inquired about the existing ordinance with suggested amendments that was provided with packet. Mr. Chew gave explanation. Mr. Brown suggested removing parts of ordinances that do not apply to the City. Les Albin suggested defining manufactured homes in the City ordinance before making any exclusions. Mr. Brown suggested BSC members consider any unintended consequences of proposed ordinance changes before presenting a proposal to council. It was noted that cooperating with the Zoning and Planning Commission would be necessary if the thirty-five foot height restriction is affected by raising the lowest floor level. Les Albin made a motion that Clay Chew redraft the purposed ordinance to set a minimum floor level of two feet above base flood elevation, that would be uniform throughout the City. Kris Westbrook seconded.





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AYES: Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi.
NOES: None. **ABSTAIN:** None. Motion approved.

Eddie Mathews made a motion to clearly define what a manufactured home is, by revising the ordinance. Les Albin seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi. **NOES:** None. **ABSTAIN:** None. Motion approved.

4. **Limitation of Fill.** Clay Chew stated the current ordinance does not limit how much fill dirt can be brought to a lot. He proposed limiting amount of fill to 6 inches. Mr. Chew also requested authority to grant permission for more fill, on a case by case basis, for lower level and/or hard to drain lots. Kris Westbrook made motion for Clay Chew to propose a revised ordinance on fill limitation, including allowing the Chief Building Official discretion regarding fill if needed. Les Albin seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi. **NOES:** None. **ABSTAIN:** None. Motion approved.
5. **Fence Regulations.** Clay Chew presented a draft amendment to the existing fence ordinance that would require rot boards or other approved material, be used at the base for any new fence installations. He explained how this would prevent soil and water from flowing onto neighbor's yards and how beneficial it is with new home builds whose soil hasn't compacted into place. Also included in the draft was that fences be measured in height by permitted address and not from lowest point of grade. Les Albin made motion to accept the draft as proposed as the basis for ordinance change. Eddie Matthews seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi. **NOES:** None. **ABSTAIN:** None. Motion approved.
6. **Construction Code Updates.** Clay Chew requested the City adopt the 2018 International Building Code (IBC) and the 2017 National Electric Code (NEC), with exceptions that would be discussed at next meeting. Samples of significant code changes were presented from the 2018 IBC that would most affect contractors doing work in the City, if adopted. Mr. Chew stated these updates will include code updates of 2015 International Codes and 2014 NEC. Discussion followed among members and Mr. Chew about exceptions to the codes that do not pertain or should be made stricter. Les Albin made a motion to have Clay Chew identify those parts of the proposed new building codes that should not be adopted or should be modified before adoption. John Combi seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi. **NOES:** None. **ABSTAIN:** None. Motion approved.

[Adjournment]

Les Albin made a motion to adjourn. Kris Westbrook seconded. **AYES:** Steve Brown, Eddie Matthews, Les Albin, Kris Westbrook and John Combi. **NOES:** None. **ABSTAIN:** None. Motion approved. Meeting adjourned at 7:47 p.m.





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PASSED THIS 5th DAY OF April, 2018

Steve Brown, Chairman

ATTEST:

Ms. Ashley Elliott, Permit Technician

